



**TECHNICAL ADVISORY COMMITTEE  
AGENDA**

October 24, 2008; 1:30 – 3:00 p.m.  
McCloskey Room

- I. Call to Order
- II. Approval of Minutes:
  - A. September 26, 2008
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - A. Updates on MPO related projects
- V. Reports from the MPO Staff
  - A. STP funding balance report
- VI. Old Business
  - A. Complete Streets
- VII. New Business
  - A. Transportation Improvement Program FY 2008-2011 Amendments
    - a. BT Hybrid Bus Grant  
*Recommendation Requested*
    - b. Rural Transit Operating and Capital budget adjustments  
*Recommendation Requested*
  - B. Operational Bylaws Amendment  
*Recommendation Requested*
  - C. Highway Safety Improvement Program (HSIP) Call for Projects / Application Q & A
- VIII. Communications from Committee Members (*non-agenda items*)
  - A. Topic Suggestions for future agendas
- IX. Upcoming Meetings
  - A. Policy Committee – November 14, 2008 at 1:30pm (McCloskey Room)
  - B. Citizens Advisory Committee – November 19, 2008 at 6:30 p.m. (McCloskey Room)
  - C. Technical Advisory Committee – November 21, 2008 at 1:30pm (McCloskey Room)

Adjournment



**Bloomington/Monroe County Metropolitan Planning Organization**  
Technical Advisory Committee

**DRAFT Technical Advisory Committee Meeting Minutes**  
**Sept. 26, 2008 McCloskey Conference Room 135, City Hall**

*Technical Advisory Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.*

**Attendance**

**Technical Advisory Committee:** Lisa Ridge (Monroe Co. Highway), Emmanuel Nsonwu (INDOT), Lew May (Bloomington Transit), Jim Ude (INDOT), Jason Eakin (Monroe Co. Planning), Jewel Echelbarger (Rural Transit), Dave Williams (Bloomington Parks), Russ Goodman (Bloomington ITS), Andrea Roberts (Bloomington Public Works), Adrian Reid (Bloomington Engineering), and Jane Fleig (Bloomington Utilities).

**Others:** Joyce Williams (Bloomington Engineering), Josh Desmond (MPO Staff), Raymond Hess (MPO Staff), Scott Robinson (MPO Staff), Jane Weiser (Bloomington Planning Staff) and J.P. Avila (Bloomington Planning Intern).

**I. Call to Order**

Adrian Reid called the meeting to order

**II. Approval of Minutes:**

**A. August 22, 2008** – Jane Fleig moved approval of the minutes. Jim Ude seconded the motion. The minutes were approved by unanimous vote.

**III. Communications from the Chair**

There were no communications from the chair.

**IV. Reports from Officers and/or Committees**

**A. Updates on MPO related projects**

Mr. Reid noted that the intersection of 17<sup>th</sup> and Fee Lane is now open. Construction work continues at Country Club and Rogers. Lisa Ridge reported that the County's project for Smith and Rogers will be bid in December and the 1<sup>st</sup> St. bridge is open. Jim Ude noted the SR 48 at SR 37 job is expected to be finished this season. Lew May reported that the Transit Development Program Study is underway. The second public charette will be held on Oct. 2<sup>nd</sup>. BT will need a Transportation Improvement Program (TIP) amendment to program a grant they received for hybrid buses. Mr. Reid announced Engineering has purchased a two part webinar on Context Sensitive Solutions. The sessions will take place on Wed. Oct. 15. and Nov. 18.

**V. Reports from the MPO Staff**

Mr. Hess reviewed actions taken by the Policy Committee at the last meeting.

**VI. Old Business**

**A. Complete Streets**

Mr. Hess stated staff, with direction from the Citizens Advisory Committee, created a policy-oriented draft. When a project is submitted by a local public agency (LPA) to be programmed in the TIP, the LPA must demonstrate that they have engaged stakeholders to ensure the community's needs are being met. After the last two sections of the draft policy were

**Bloomington/Monroe County Metropolitan Planning Organization**  
Technical Advisory Committee

distributed to the TAC, Scott Robinson noted that the CAC has recommended adoption of the policy. He explained the process including the annual call for projects, the LPA's submittal of a Project Announcement and the project's review by the CAC, TAC and PC. There is the possibility for the Policy Committee to issue a Stop Work Order if a project is not meeting the goals of the Complete Streets Policy. However, this can be avoided if the LPA engages the MPO throughout project development. In response to a question from Mr. Reid, Mr. Hess said INDOT is probably exempt from this policy. Mr. Nsonwu suggested that if all Indiana MPOs adopted the same Complete Streets policy, INDOT might be more willing to adhere to such a policy. Mr. Nsonwu also suggested the policy might increase project costs. Mr. Hess said that would have to be taken into consideration but costs might not go up in all cases. This policy won't make all projects have the same elements but rather formalizes a policy which engages the stakeholders. Mr. Reid said he has quite a few issues with the policy and would like some more time to respond to the policy. He suggested clarification of terminology "context of the community." He also stated the addition of certain amenities could require more right-of-way and added cost. Mr. Reid was concerned about having a steering committee for all projects. Jason Eakin said the section on exceptions may alleviate some of the concerns raised. Joyce Williams said it seems the policy is intended for STP projects but is written as if it is for any project using federal funds. This may be problematic for projects using other funding sources like HSIP. Mr. Robinson said the process would allow adding stakeholders if they are not included in the original project submittal. Jewel Echelbarger said she didn't think the elderly were being recruited for review committees. Mr. Reid suggested that emergency services and the business community should be added. Mr. Robinson said staff would like to present the policy to the Policy Committee in November and again in January for a vote.

## **VII. New Business**

### **A. Railroad Crossing**

Joyce Williams said that the Engineering Department has been working on a railroad crossing at Basswood and 3<sup>rd</sup> St. The Railroad agreed to this crossing but would not grant any more crossings in Monroe County. Josh Desmond suggested a subcommittee be formed to discuss potential crossings in the county. Lisa Ridge indicated Monroe County maintained a rail crossing inventory. Mr. Reid said Engineering would like the study done as soon as possible. Mr. Hess asked committee members to contact him if they would like to be on the subcommittee.

### **B. Highway Safety Improvement Program (HSIP) Call for Projects / Application Q & A**

Mr. Hess noted that the HSIP call for projects went out. The deadline is Nov. 3, 2008. There were no further questions from the Committee.

### **C. CY 2009 Meeting Schedule**

There was discussion about changing the TAC meetings to a different day and time starting in January 2009. Consensus was reached that the TAC meeting at 10:00 on Wednesdays.

## **VIII. Communications from Committee Members (*non-agenda items*)**

### **A. Topic Suggestions for future agendas**



*AGENDA ITEM II.A.*

**Bloomington/Monroe County Metropolitan Planning Organization**  
Technical Advisory Committee

**IX. Upcoming Meetings**

- A. Citizens Advisory Committee – October 22, 2008 at 6:30 p.m. (McCloskey Room)**
- B. Technical Advisory Committee – October 24, 2008 at 1:30pm (McCloskey Room)**
- C. Policy Committee – November 14, 2008 at 1:30pm (McCloskey Room)**

Adjournment

*These minutes were \_\_\_\_\_ by the Technical Advisory Committee at their regular meeting held on October 24, 2008 (RCH 10/24/2008).*

INDOT FUNDING REPORT FOR SAFETEA-LU STP-URBAN FUNDS\*\*

BLOOMINGTON/MONROE COUNTY MPO (BMCMP0)

Spending Authority

FINAL	2004 STP	\$2,111,791.00
FINAL	2005 STP	\$2,381,249.00
FINAL	2006 STP	\$2,477,904.00
FINAL	2007 STP	\$2,720,869.00
ESTIMATED	2008 STP	\$2,720,869.00
ESTIMATED	2009 STP	\$2,720,869.00
Total		\$15,133,551.00

Project Details					PROGRAMMED FUNDS (TIP)				STP OBLIGATIONS (SAFETEA-LU + TEA21)		
Status	YEAR	Project Description	DES NO.	PHASE	TIP Total	STP	Tea 21	HES	SAFETEA-LU Obligations	Total Fed. Authorization	TEA-21 Obligations
Complete	2005	Curry Pike from SR 48 to Vernal Pike	9286025	CN	\$2,134,341.93	\$77,260.23	\$2,057,081.70		\$77,260.23	\$2,134,341.93	\$2,057,081.70
Complete	2007	Vernal Pike (Ph I) from Hartstraight Rd. to Curry Pk., Road reconstruction and safety improvements, One phase will include bridge, Phase I	9683081	CN	\$6,565,120.00	\$6,565,120.00			\$4,497,760.70	\$4,497,760.70	
			0300940								
Complete	2007	First St. over Jordan River	9682220	CN	\$3,220,000.00	\$1,633,233.00	\$1,586,767.00		\$1,663,464.56	\$3,250,231.56	\$1,586,767.00
Complete	2006	Rogers St. over Clear Creek, Bridge replacement, using bridge funds	0300808	CN	\$890,496.00	\$890,496.00			\$695,305.02	\$695,305.02	
Under PE	2007	Rogers St. from Rockport to Watson	0600496	PE	\$154,000.00	\$154,000.00			\$190,728.80	\$190,728.80	
Under RW	2009	W. 3rd St. from SR37 to Landmark Ave.	0300766	RW	\$1,586,767.00		\$1,586,767.00			\$1,586,767.00	\$1,586,767.00
Under PE	2009	N. Campus Area Study feasibility study flexed to PL		PL	\$60,000.00		\$60,000.00			\$60,000.00	\$60,000.00
	2009	Vernal Pike (Ph II) from Curry Pike to Woodyard Rd.	9683081	CN	\$3,461,140.00	\$3,461,140.00			\$3,461,140.00	\$3,461,140.00	
Under CN	2008	Rogers St. @ Country Club Rd.	0401308	CN	\$2,007,948.00	\$2,007,948.00			\$2,008,634.75	\$2,008,634.75	
Complete	2005	FY 2005 Flex to PL	0400319	PL	\$6,843.28	\$6,843.28			\$6,843.28	\$6,843.28	
Under RW	2009	Rogers & Smith Realignment	0600173	CN	\$610,132.00	\$56,132.00		\$554,000.00	\$56,132.00	\$56,132.00	

Totals: \$20,696,788.21 \$14,852,172.51 \$5,290,615.70 \$554,000.00 \$12,657,269.34 \$17,947,885.04 \$5,290,615.70

\*TEA-21 funds to be used \$5,290,615.70

Other funds to be used \$554,000.00

SAFETEA-LU STP TIP Projections \$14,852,172.51

SAFETEA-LU Funds Avail \$15,133,551.00

Balance thru 2009 \$281,378.49

Notes: 5% of STP is set aside annually for change orders (This accounts for \$136,043 in FY 2009)

If Change Order Reserve funds are subtracted from remaining balance:

New Grp I STP balance:

\$281,378.49

(\$136,043.00)

Programmed Balance

\$145,335.49

\$15,133,551.00 SAFETEA-LU Funds Avail

\$12,657,269.34 Current Total STP Obligations

\$2,476,281.66 Current SAFETEA-LU Obligation Balance

(\$2,067,395.30) (less remaining funds from Vernal Pike Ph I to go to Vernal Ph II)

\$408,886.36 Obligated Balance

\*\* This report has been updated and reformatted by BMCMP0 staff

BMCMPO Draft Complete Streets Policy  
*Working Outline: September 17, 2008(version 4)*

WHEREAS, it is the intent of the Bloomington Monroe County Metropolitan Planning Organization (BMCMPO) to be compliant with the **Complete Streets Act of 2008**; and

WHEREAS, the BMCMPO has prioritized development of a truly multi-modal system in the Vision Statement of the currently adopted Long Range Transportation Plan; and

WHEREAS, the BMCMPO's Transportation Improvement Program (TIP) identifies implementation of capital improvements in the urbanized area; and

WHEREAS, the civic guidance of the Citizens Advisory Committee and the technical expertise of the Technical Advisory Committee can ensure that investment in transportation infrastructure addresses the needs of all users of a corridor;

NOW, THEREFORE, BE IT RESOLVED THAT THE POLICY COMMITTEE OF THE BLOOMINGTON MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION HEREBY ADOPTS THIS COMPLETE STREETS POLICY HEREIN CONTAINED, ON THIS DATE XX, XX, 2008.

**Introduction**

The Complete Streets concept is an international initiative to design and build roads that adequately accommodate all users of a corridor, including motor vehicles, pedestrians, bicyclists, users of mass transit, people with disabilities, and adjacent land users. These concepts can be adapted to fit local community needs and used as a policy to direct future transportation planning. A policy using Complete Streets concepts will incorporate community values and qualities including environment, scenic, aesthetic, historic and natural resources, as well as safety and mobility. With few exceptions, it demands careful multi-modal evaluation for all transportation corridors together with the integration of best management strategies in land use and transportation planning that supports compact sustainable development.

This Policy is written to empower and direct citizens together with planners, consultants, engineers, and architects to utilize an interdisciplinary approach to incorporate complete streets concepts into the design and construction of all transportation projects **funded through** Bloomington and Monroe County Metropolitan Planning Organization.

**Section I: Purpose**

The Bloomington/Monroe County Metropolitan Organization (BMCMPO) will require the planning for, design and construction of all transportation improvement projects under the principle of inclusion. This principle dictates that appropriate accommodation for pedestrians, bicyclists, transit riders, persons of all abilities and ages, motorists, and freight providers will be considered so that all modes of transportation can function

safely and independently in current and future conditions as anticipated by the Long Range Transportation Plan (LRTP) or any other relevant long range planning documents.

The principle of inclusion establishes the necessary framework to implement a complete streets policy into the transportation planning process. This policy will ensure that the entire right-of-way is designed and operated to enable safe access for all users and that all transportation agencies participating in the BMCMPPO adhere to implementing the principles of inclusion in all transportation projects appropriate to the local context and needs.

The Complete Streets Policy aims to:

- Ensure that the safety and convenience of all users of the transportation system shall be accommodated;
- Apply such policies to the projects contained in the Transportation Improvement Program;
- Incorporate the principals in this policy into all aspects of the transportation project development process, including project identification, scoping procedures and design approvals, as well as design manuals and performance measures;
- Construct transportation corridors that serve all users including pedestrians, bicyclists, transit users, and travelers of all ages and abilities;
- Create a comprehensive, integrated, and connected transportation network
- Ensure the use of the latest and best design standards;
- Recognize the need for flexibility to accommodate different types of streets (including but not limited to rural, urban, suburban, arterials, collectors, neighborhood connecting, cueing or skinny) and users;
- Direct the complete street design solutions to fit in with the context of the community.

*(CAC reached consensus on 6/25/2008 to preliminarily adopt the policy up to this point in the document)*

## **Section II: Policy**

All capital roadway improvement projects and future projects which are programmed to use federal funding as identified in the Transportation Improvement Program (TIP) shall apply a Complete Streets Framework, as detailed in Section I above, for aspects related to the planning, design, and construction of these improvement projects. Furthermore, the policy requires:

- All users of the transportation system will include pedestrians (including individuals of all ages, and individuals with mobility, sensory, neurological and hidden disabilities), bicyclists, transit vehicles and users, and motorists.
- Application of said policy to both new construction and reconstruction (including resurfacing, restoring, and rehabilitation projects) improvement projects. Simple improvements, such as re-striping for bicycle and pedestrian



accommodation, may be encouraged in pavement resurfacing projects when they fall within the overall scope of the original roadwork.

- Accommodations to be made for all users in all construction and improvement projects unless the BMCMPPO Policy Committee approves any specified exceptions from implementing the policy statement, including documentation with supporting data that indicates the basis for the exemption (see exemption section below).
- The use of current design standards, including those standards applying to access for individuals with disabilities.
- Complete street solutions to be developed to fit in with the context of the community and that those solutions be flexible;
- Whereby the preferred design speed for urban roadways is 30 miles per hour or less and for rural roadways is 50 miles per hours or less;
- A description of the performance standards with measurable outcomes that will be developed.
- The BMCMPPO to certify each road project included in the Transportation Improvement Plan (TIP) has been reviewed for its compliance with any applicable Complete Streets Policy statement and that each project within the TIP enhances the safety, convenience, and accessibility of the transportation system for all users to the extent that is reasonably possible and that the project applicant (implementer) addressed concerns in the material prepared for public input with respect to the TIP.

### Section III: Process

The complete streets process contains the following four elements:

1) Applicability: The Complete Streets Policy shall apply to all corridor improvement projects **implemented by Local Public Agencies** that are:

- Identified within the most recently adopted Long Range Transportation Plan; and
- Seek, or intend to at some point in time, to use federal funds through the BMCMPPO.

2) Call for Projects: The BMCMPPO shall issue an annual call for projects which are to be considered to receive (or anticipate) federal funding in the Transportation Improvement Program. At this point in time the project implementer or Local Public Agency (LPA) shall submit a Project Announcement with the following information to the BMCMPPO staff in order to establish a transparent scope of work for public review:

- a detailed project description;
- **the anticipated design speed (as defined by the most recent AASHTO manual)**
- the intent to be Complete Streets Compliant or the intent to seek a Complete Streets Exemption;
- anticipated phases and key milestones of project development;
- anticipated costs for design, rights-of-way acquisition, and construction;



- anticipated dates for project initiation and consideration to be included within the Transportation Improvement Program;
- public participation process with benchmarks goals to attain;
- project steering committee or key party/agency/interest group identification list to establish constant project coordination and maintain open lines of communication; and
- primary contact or project representative information.

3) Project Review and Approval: Once a Project Announcement has been submitted to the BMCMPPO and subsequently reviewed by the CAC, TAC, and PC for comments and suggestions the BMCMPPO staff shall make the necessary changes to the Project Announcement in order to address Complete Streets Policy issues. Then the Project Announcement will be submitted for consideration to adopt into the TIP. Pending the approval through the TIP adoption process (requires public notification) the Project will not be subject to the Complete Streets Policy; however once adopted into the TIP all phases must be compliant with the intent of this policy herein and/or by the principle of inclusion. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives and exemption under unusual and extraordinary circumstances. Projects listed in the TIP shall clearly designate if the project is Complete Street Compliant or Complete Street Exempt.

*(CAC reached consensus on 8/27/2008 to preliminarily adopt the policy up to this point in the document)*

4) Complete Street Exemption: The complete streets policy requires that the BMCMPPO Policy Committee certify through resolution that justification exists if all modes of transportation are NOT accommodated for a specified project as identified in the TIP. Therefore, the Policy Committee may allow an exemption under unusual and extraordinary circumstances using the following guidelines:

- Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- The project involved a roadway on which bicyclists and pedestrians are prohibited by law from using. In such case, a greater effort shall be made to accommodate bicyclists and pedestrians elsewhere;
- There are extreme topographic or natural resource constraints;
- The LRTP 25 year Average Daily Traffic projection is less than 1000 vehicles per day;
- When other available means or factors indicate an absence of need presently and in the 25 year horizon;
- A reasonable and equivalent alternative already exists or is programmed in the TIP as a separate project; and
- The project was included in the TIP prior to the adoption of the Complete Streets Policy on DATE XXXX and the current status of the project has significantly

progressed to a point that would be too difficult to integrate changes necessary for policy compliance.

#### **Section IV: Implementation**

Once a project is listed in the adopted TIP and is designated as Complete Streets Compliant, it is the responsibility of the project implementer or Local Public Agency (LPA) to fulfill the scope of work as approved and detailed by the Project Announcement. The LPA shall submit written status reports to the BMCMPPO staff to be included in the meeting packets for the CAC, TAC, and PC at a minimum of one time a year and at key milestones of the project (as detailed in the Project Announcement). The status report shall include a summary of issues identified, mitigation strategies, and the preferred design solutions as they pertain to fulfilling this Complete Streets Policy.

If the majority of the Policy Committee feels that a project is not fulfilling the intent of this Complete Streets Policy, it may issue a Stop Work Order for the project in question. The Policy Committee shall take action by roll call vote on a resolution to issue a Stop Work Order. The Policy Committee may take under advisement the recommendations of the Citizens Advisory Committee and the Technical Advisory Committee prior to the issuance of a Stop Work Order.

While the Stop Work Order is in effect, all federal funds are immediately frozen and the LPA can no longer receive federal aid assistance for the respective project. The LPA can choose to continue the project without federal aid assistance, but may be subject to reimburse all applicable federal funds received for the respective project prior to the issuance of a Stop Work Order. The LPA can request the Policy Committee to remove the Stop Work Order once the LPA provides a mitigation plan to bring the project back into Complete Streets Compliance or the LPA seeks an exemption. The Policy Committee shall, through roll call vote, make a determination to lift the Stop Work Order at the next regularly scheduled meeting. If no action is taken by the Policy Committee, then the Stop Work Order will remain in effect.

#### **Section V: Evaluation**

The BMCMPPO shall, at a minimum, evaluate this policy prior to the adoption of the LRTP. This evaluation shall include recommendations for amendments to the Complete Streets Policy and thereby subsequently be considered by the CAC, TAC, and PC for adoption.



# MEMORANDUM

To: MPO Technical Advisory Committee Members

From: Raymond Hess, AICP  
Senior Transportation Planner

Date: October 15, 2007

Re: Transportation Improvement Program (TIP) Amendments

## Bloomington Transit – 35 Foot Buses

Bloomington Transit is one of six transit agencies in the State to receive a Lugar Electric Hybrid Bus Grant. This special funding source will offset the additional cost to upgrade four standard buses to hybrid technology. BT requests the TIP be amended (p. 45) as follows:

<b>Project:</b> 35 Foot Buses	FTA 5307	\$ 1,120,000			
<b>Description:</b> Purchase of four (4) new 35-foot hybrid electric buses.	FTA 5309	\$ 640,000			
	Local	\$ 440,000			
<b>DES#:</b> n/a					
<b>Support:</b> LRTP, TDP	<b>TOTAL</b>	\$ 2,200,000	\$ -	\$ -	\$ -

## Rural Transit – Operating Budgets & Capital Budget

Rural Transit requests that the TIP be amended to update capital and operating budgets now that fiscal numbers have been confirmed with the State. Rural Transit requests that the following project tables replace those currently identified in the TIP (p. 43):

<b>Project:</b> Operating Budget	FTA 5311	\$ 597,320	\$ 600,000	\$ 610,000	\$ 620,000
<b>Description:</b> Operating budget assistance. Monroe, Owen, Lawrence & Putnam Counties.	Local&PMTF	\$ 790,310	\$ 800,000	\$ 820,000	\$ 830,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 1,387,630	\$ 1,400,000	\$ 1,430,000	\$ 1,450,000

<b>Project:</b> Capital Budget	FTA 5311	\$ 179,296	\$ 180,000	\$ 182,000	\$ 184,000
<b>Description:</b> Capital budget assistance. Replace 4 light transit vehicles, 3 with w/c lifts; 4 radios linked to RT frequency and emergency equipment	Local&PMTF	\$ 44,824	\$ 45,000	\$ 45,500	\$ 46,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 224,120	\$ 225,000	\$ 227,500	\$ 230,000

<b>Project:</b> Operating Assistance	FTA 5316	\$ 61,600	\$ 62,000	\$ 62,500	\$ 63,000
<b>Description:</b> Job Access & Reverse Commute	Local	\$ 74,000	\$ 74,300	\$ 74,500	\$ 75,000
<b>DES#:</b>					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 135,600	\$ 136,300	\$ 137,000	\$ 138,000

<b>Project:</b> Operating Assistance	FTA 5317	\$ 30,800	\$ 32,000	\$ 34,000	\$ 36,000
<b>Description:</b> New Freedom	Local	\$ 33,425	\$ 35,000	\$ 37,500	\$ 38,000
<b>DES#:</b> n/a					
<b>Support:</b> Coordinated Plan	<b>TOTAL</b>	\$ 64,225	\$ 67,000	\$ 71,500	\$ 74,000

## Requested Action

The Technical Advisory Committee is requested to make a recommendation to the Policy Committee on Bloomington Transit's and Rural Transit's requested TIP amendments.



## MEMORANDUM

To: MPO Technical Advisory Committee Members  
From: Raymond Hess, AICP  
Senior Transportation Planner  
Date: October 15, 2007  
Re: MPO Operational Bylaws Amendments

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### Background

An amendment to the bylaws is necessitated largely as a result of the Technical Advisory Committee's decision to change their meeting schedule. This also provides an opportunity to clarify some ambiguous language and correct grammatical and scrivener errors.

A draft of the revised bylaws is attached to this memorandum (added language is blue & underlined; deletions are ~~struck through~~). A list of the significant changes is as follows:

#### Substantive Changes to the Bylaws

- Sections 2.5.B (p. 7), 3.5.B (p. 10), & 4.5.B (p. 14) – inserted language for each of the committees indicating meetings are “open to the public”
- Section 3.5.B (p. 10) – deleted language which indicated Policy and Technical Advisory Committees would hold bimonthly joint meetings.
- Sections 3.5.C. (p 10) & 3.5.C (p. 14) – inserted language for the Technical Advisory and Citizens Advisory Committees which allow for special votes “if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project” (this language already exists for the Policy Committee).
- Section 4.3.D (p. 13) – clarified voting privilege procedures for the Citizens Advisory Committee in which members obtain eligibility to vote at the third consecutive meeting attended.
- Section 4.5.D (p. 14) – changed the deadline for when CAC members may suggest agenda items from 5 days to 7 days before the meeting to better correspond with packet distribution.

### Requested Action

The Technical Advisory Committee is requested to make a recommendation to the Policy Committee on the proposed amendments to the Operational Bylaws of the Bloomington/Monroe County Metropolitan Planning Organization.

## **BACKGROUND**

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at <http://bloomington.in.gov/planning/mpo.php> [www.bloomington.in.gov/mpo](http://www.bloomington.in.gov/mpo).

## **PREAMBLE**

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

## CHAPTER 1: GENERAL PROVISIONS

### 1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

### 1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

### 1.3 MPO Staff Designation

- A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.
- B. **Executive Secretary:** The City of Bloomington Planning Department Director or ~~their~~ [the Director's](#) designee shall serve as the Executive Secretary on behalf of the MPO.

### 1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.
- B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.
- C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.
- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

## 1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
  - 1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
  - 2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.
- E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.
- F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

## 1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
  - 1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
  - 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.



3. Policy Committee Action: After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

## CHAPTER 2: POLICY COMMITTEE

### 2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

### 2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Advisory Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

### 2.3 Membership

- A. **Members:** The membership of the Policy Committee shall be as follows:
  - 1. Mayor, City of Bloomington
  - 2. President, Monroe County Commissioners
  - 3. President, Monroe County Council
  - 4. President, City of Bloomington Common Council
  - 5. President, Monroe County Plan Commission
  - 6. President, City of Bloomington Plan Commission
  - 7. President, Ellettsville Town Council
  - 8. Chair, Board of Directors, Bloomington Public Transportation Corporation
  - 9. Vice President & Chief Administrative Officer, Indiana University
  - 10. Director, City of Bloomington Public Works Department

11. Director, Monroe County Highway Department
  12. Chair, MPO Citizens Advisory Committee
  13. Director, INDOT Seymour District
  14. FHWA, Indiana Division (Non-Voting)
  15. FTA, Region V (Non-Voting)
- B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
  2. Powers: The proxy's powers shall be delineated in the written notice.
  3. Notification: The member shall be responsible for notifying the proxy of meetings.
  4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

## 2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers:
1. Chair
  2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:

1. Chair
  - a. Preside over the meetings of the Policy Committee.
2. Vice-Chair
  - a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

## 2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
  1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
  2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be open to the public and be held on a bimonthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
  2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

## 2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business  
*Public comment prior to vote (limited to five minutes per speaker)*
7. New Business  
*Public comment prior to vote (limited to five minutes per speaker)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

## CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

### 3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

### 3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and
- D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

### 3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:
  1. City Engineer, City of Bloomington
  2. Deputy Director Public Works, City of Bloomington
  3. Controller, City of Bloomington
  4. Planning Director, City of Bloomington
  5. Director of Operations & Development, City of Bloomington Parks and Recreation
  6. Assistant Utilities Director, City of Bloomington
  7. GIS Coordinator, City of Bloomington
  8. Streets Superintendent, City of Bloomington
  9. Assistant Director, Monroe County Highway Department
  10. Director, Monroe County Planning Department
  11. Auditor, Monroe County
  12. Parks & Recreation Administrator, Monroe County
  13. GIS Coordinator, Monroe County
  14. Director of Planning Services, Town of Ellettsville
  15. Town Engineer, Town of Ellettsville
  16. Executive Director of Transportation, Indiana University
  17. General Manager, Bloomington Transit

18. Manager, Rural Transit
19. Director, Monroe County Airport
20. Transportation Director, Monroe County Community School Corporation
21. Transportation Director, Richland-Bean Blossom Community School Corporation
22. Vice-Chair, Citizens Advisory Committee
23. INDOT Planning/Programming Representative
24. INDOT Public Transportation Representative
25. INDOT Seymour District Office, Local Assistance Representative
26. FHWA, Indiana Division (Non-Voting)
27. FTA, Region V (Non-Voting)

- B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
  2. Powers: The proxy's powers shall be delineated in the written notice.
  3. Notification: The member shall be responsible for notifying the proxy of meetings.
  4. Committee Chair Proxy: If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

### 3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers:
1. Chair

2. Vice-Chair

- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Technical Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
  - 1. Chair
    - a. Preside over the meetings of the Technical Advisory Committee.
  - 2. Vice-Chair
    - a. In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

### 3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
  - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
  - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business. ~~The Policy and Technical Advisory Committees are to conduct joint meetings on at least a bi-monthly basis which shall be open to the public.~~
- C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  - 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project ~~This practice will be used only if Federal and/or State imposed deadlines are an issue.~~
  - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled ~~Policy~~ Technical Advisory Committee meeting as part of the previous meeting minutes.

### 3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting
- 3. Communications from the Chair



4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business  
*Public comment prior to vote (limited to five minutes per speaker)*
7. New Business  
*Public comment prior to vote (limited to five minutes per speaker)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

## CHAPTER 4: CITIZENS ADVISORY COMMITTEE

### 4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

### 4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and
- C. To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

### 4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.
  - 1. Bloomington Traffic Commission
  - 2. Monroe County Traffic Commission
  - 3. Indiana University Student Association
  - 4. Bloomington Commission on Sustainability
  - 5. Bloomington Bicycle and Pedestrian Safety Commission
  - 6. Greater Bloomington Chamber of Commerce
  - 7. Ellettsville Chamber of Commerce
  - 8. Bloomington Environmental Commission
  - 9. League of Women Voters
  - 10. Bloomington Historic Preservation Commission
  - 11. Bloomington Council of Neighborhood Associations
  - 12. Bloomington Bicycle Club
  - 13. Bloomington Board of Realtors
  - 14. Bloomington Council for Community Accessibility

15. Downtown Bloomington, Inc.
  16. Area 10 Agency on Aging
  17. Bloomington Urban Enterprise Association
  18. Monroe County Soil & Water Conservation District
  19. INDOT, Seymour District (Non-voting)
  20. FHWA, Indiana Division (Non-Voting)
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- D. **Voting Privileges:** Citizens Advisory Committee members shall attend three (3) ~~two (2)~~ consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.
- E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(D) to regain voting status.

#### 4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
1. Chair
  2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
1. Chair
    - a. Preside over the meetings of the Citizens Advisory Committee.

- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
  - c. Attend meetings of the Policy Committee as a voting member.
2. Vice-Chair
  - a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
  - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
  - c. Attend meetings of the Technical Advisory Committee as a voting member.

#### 4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.
  1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
  2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
  1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
  2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least ~~five (5)~~ seven (7) days prior to the next scheduled meeting.

#### 4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff

6. Old Business  
*Public comment prior to vote (limited at the discretion of the Chair)*
7. New Business  
*Public comment prior to vote (limited at the discretion of the Chair)*
8. Communications from Committee members on matters not included in the agenda
9. Adjournment